



## **SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION**

### **JOB TITLE: ASSISTANT PLANNER**

The Southern New Hampshire Planning Commission (SNHPC) is seeking an Assistant Planner to complement our professional planning staff. The Assistant Planner is under general supervision, assists all staff in a variety of planning programs both in the field such as traffic, bicycle, and pedestrian data collection and analysis, and with general planning projects and programs including outreach and social media posting, report development, writing, editing and general assistance with planning programs.

The Assistant Planner will work with the Commission's staff, municipalities, and state and federal partner agencies on the implementation of land use, environmental, and transportation planning projects. As a Regional Planning Commission and designated Metropolitan Planning Organization for the greater Manchester, NH region, the SNHPC prepares local and regional plans, and provides planning-related technical assistance to 14 member municipalities.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Graduation from a recognized college or university with a bachelor's degree in regional/land use/community planning, civil engineering, or related fields, supplemented by one year of professional planning experience or internship in a recognized planning office or an equivalent combination of education, training, and experience.

#### **Duties and Responsibilities:**

- Assists in the collection of state required and community requested transportation related data, understands and able to follow data collection requirements and procedures, and prepares reports and graphics on topics such as traffic counts, vehicle classification, and speed data. Other data collected may include bicycle and pedestrian counts, sidewalk assessments, and other elements as may be allowed by state partnering agencies.
- Assists in the review of data, provides quality assurance and control procedures, maintains data collection records in both digital and hardcopy formats, reviews and inventories required equipment.
- Exercises initiative, judgment and creative effort in assisting with outreach efforts such as posting planning program progress on social media, providing written staff reports for the Commission's monthly media blast and quarterly newsletter, and assists with updating the SNHPC website of various topics.

- Provides assistance for the development of local and regional planning programs including Community Master Plans, Hazard Mitigation Plans, and other land use plans as needed.
- Acts as liaison between community representatives, government agencies, developers and commission staff in assisting in the developing local and regional plans.
- Performs other assorted tasks as may be required.

### **Knowledge, Abilities and Skills:**

- Knowledge of field data collection processes and their analysis,
- Ability to follow and apply state and other recommended fieldwork safety protocol,
- Knowledge of the principles, practices and techniques of urban planning,
- Knowledge of land use elements including natural resources, economics, and land use planning,
- Experience in conducting research including the development and implementation of surveys and the ability to apply research to urban planning studies and projects,
- Ability to create a project scope, detail milestones, and meet scheduling goals,
- Ability to coordinate meetings with staff and community stakeholders,
- Ability to work independently and as part of a team,
- Ability to take direction in verbal and written formats and to request assistance when needed,
- Ability to present planning project updates to Commissioners, stakeholder groups and the general public,
- Excellent customer service skills including the ability to establish and maintain effective working relationships with other employees, community stakeholders, and the general public.

### **Other Requirements:**

- Must have the physical dexterity necessary for handling traffic counting equipment (15-pounds+/-).
- Must be able to work in various weather and traffic conditions to conduct field data collection and deploy traffic-counting equipment.
- Ability to drive the Commission's truck and must hold a valid New Hampshire operator's license. If applicant is from another state, appropriate time will be granted to accommodate a New Hampshire's driver's license.
- Must be able to have flexible work hours, accommodate early morning shifts for field work, and work occasionally on weekends.

- Should have a good working knowledge of MS Word, Excel, PowerPoint, and online platforms

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### **Salary and Benefits:**

The salary is dependent on qualifications and experience.

The SNHPC promotes a work environment that is both personally and professionally fulfilling and encourages continued professional development in an atmosphere that allows a healthy work/life balance.

### **Applying for the Position:**

Persons interested in applying for the Assistant Planner position should submit a cover letter, resume, and three references to:

Linda Moore-O'Brien, Office Administrator  
Southern New Hampshire Planning Commission  
438 Dubuque Street  
Manchester, NH 03102

Or submit electronically to [lmoores@snhpc.org](mailto:lmoores@snhpc.org) with the subject heading "Assistant Planner Position."

The Southern New Hampshire Planning Commission is an Equal Opportunity Employer. The position is open until filled. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.